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FACILITIES MANAGEMENT DIVISION
WEEKLY REPORT FOR PERIOD ENDING 10 DECEMBER 1986

1. Status of Tasks Assigned by Senior Management:

a. The boxes for "Operation Santa Claus" are in place at the various Agency buildings. Regular collections will be accomplished, as well as special pickups when the boxes are reported full.

2. Major Events That Have Occurred During the Preceding Week:

a. The switchover of the existing loads from the Teledyne UPS system to the new 1500 KW Pillar UPS System was accomplished over the weekend of 5-8 December. Due to good luck and hard work, the switchover was accomplished in 51 hours rather than the originally projected 60 hours. This successful switchover operation now sets the stage for the removal of the Teledyne UPS system in GH-16 area. After the removal of the system, the final demolition and renovation work of the Phase II area may proceed in GJ 10. Upon completion of Phase II work, installation of the forth 500 KW Pillar unit will be installed and tested. At this time, the scheduled project completion date is on or about 1 March 1987.

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No
b. The domestic water outage which occurred on 6 December had one problem on Saturday when a valve was left uncapped and as water fed back through, it flooded a room in the basement of the P&PD Building. The machine was a new Devue printer. The printer was put back in service on 8 December. At the present time, there doesn't seem to be any damage. The contractor, M&M, did repairs and cleanup on Saturday and were complete around 2130 hours.

sounds familiar
No
c. Design drawings for the construction of an awards display board for the Office of Communications has been completed. The awards board will display Agency medals and photographs of DDA/OC personnel receiving the medals. Location of the board will be in the second floor lobby *Harry!!!*

No
e. The Dock Section of Building Services Branch received, processed paperwork for and delivered 2,261 pieces of materiel. Additionally, 27 skids of classified materiel were received for the Pouch Room

No
f. The Disposal Section, Classified Trash Disposal Section, destroyed 42,000 pounds of classified trash from Headquarters Building and 103,827 pounds from outlying buildings. A total of 5,000 pounds of burned classified trash was transported to Andrews Air Force Base for final destruction. A total of 16,515 pounds was destroyed in the Hammermill. Allied transported 28 loads of SOMAT waste to the landfill.

No
g. The Passenger Vehicle Section of the Motor Pool Branch received memorandums requesting transportation for 710 passengers via special runs during the past week, and transported 718 passengers on pool assignment runs.

No
h. Special limo and sedan service was provided for DDO/AF Division from 3 December to 5 December. A total of 43 manhours was spent to handle this task.

(P) yes
j. On ~~Friday~~ 5 December, considerable damage was incurred to a Mail & Courier Branch station wagon, when it was side-swiped on Executive Avenue at the Southwest Gate to the White House. The driver of the truck which struck our vehicle was determined to be at fault by the D.C. Police Department. The Mail & Courier Branch driver was ticketed for parking illegally. [redacted]

25X1
No
k. On 1 December, a total of 22 pieces of Corry Jamestown furniture was offloaded and delivered to 7E22 Headquarters for PCS/DDO. Additionally, 10 pieces of Class A furniture were PTI'd. A LOC trailer was filled with stored furniture [redacted] for OIT.

No
l. On 5 December, the Headquarters corridors were swept and 30 pieces of furniture were picked up. EA/Logs PTI'd 46 workstations in preparation for delivery of new furniture on 6 December. Additionally, 135 square yards of carpet were installed at Central Building for OTS.

No
m. During the week, a total of 199 pieces of PTI furniture was collected by Services Section. A total of 213 staff and 200 Kane work hours were expended in support of the projects reported.

yes
n. A questionnaire was mailed out on 3 and 4 December to members of the Executive Dining Room ^(EDR) concerning the overall operations of the EDR. The response has been very good with ^{and included} valuable feedback for use by the management ~~will be forthcoming~~.
[redacted]

Staff note w/ winners names
yes
o. On 2 December 1986, judges appointed by the Fine Arts Commission selected winners of the contest to design a large graphic mural to decorate the walls of the Headquarters indoor jogging track. The top three winners will receive honorariums from the Office of Medical Services and the first place design will be transferred onto the track walls ^{by the end of January} ~~with funding and supervision by FMD~~. All entries will be displayed in the FAC Exhibit Hall in early January 1987 and ~~application of the design is scheduled for later that month~~.

3. Upcoming Week:

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No
a. The Passenger Vehicle Section is scheduled to transport 326 passengers via special runs during the coming week. [redacted]

OL report that

b. A domestic water outage is scheduled for the next two weekends, 13 and 20 December for 0600 to 2400 hours. The outage will affect all restrooms, labs, and water fountains in the building. The purpose of this outage is to tie in the domestic water pipe to the existing system. This outage has been coordinated with P&PD. [redacted]

send to duty officers

c. *The* afternoon courier operations will be curtailed on ~~Thursday afternoon~~ 18 December due to ~~the Mail & Courier Branch Christmas Party~~. Special runs will be covered during this period as needed. Notices will be delivered during the week of 8 December alerting all components to this scheduled break in regular service. Regular service will resume on Friday, 19 December.

d. On 10 December, the Executive Dining Room staff and management will be preparing and serving a cocktail reception to be held in the North Cafeteria for the annual COMIREX Party. There will be approximately 240 in attendance. [redacted]

e) a total steam outage for *the* Headquarters compound is scheduled for 13 December 0500 to 1500 hours.

4. Management Activities and Concerns:

b. During this reporting period, the Chief, FMD, met with [redacted] of OSWR. Based on discussions with them, FMD has an action item to review the PTI procedures again in an effort to speed up the whole process.

c. Four A/E firms have been selected to make presentation releases to the design of additional cafeteria space. Arrangements have been made for representatives of the firms to tour the cafeteria area prior to making their presentations. Hopefully, the selection process will be completed by the end of December 1986.

[redacted] Chief
Facilities Management Division